

Permitting System Help Guides

TOPIC: Accela Citizen Access (How to Check the Status of Your Record)

Accela Citizen Access (ACA) is the online tool for external public users to check the status of permits, conduct research, and apply for some records online (refer to specific business units for the ability to apply for a permit online). ACA is replacing the current online system Kiva Citizen Access and KivaNet Citizen.

Records and Services are segregated by department with each department having their own block of available services.

Directions:

Step 1: From the ACA Home Page click the “Search Applications” link in the department block where your record originated.



County of San Diego

SEARCH

Your County Government | Community Services | Healthy Kids & Families | Business Resources | Environment | Public Safety | Jobs

Register for an Account | Login

Search...

Home | APCD | AWM | DEH | PDS | DPW

Welcome to the County of San Diego's online Citizen Access Portal

This system will enable residents of San Diego County to:

1. Research public information
2. Apply for permits
3. Submit notifications
4. View and track the status of your application
5. Make secure online payments

Some services, such as permit application, will require account creation.

The system demonstrates the County of San Diego's commitment to provide superior e-government services.

What would you like to do today?

To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee Search for a Food Facility	APCD Search Applications
AWM Search Applications Schedule an Inspection	DEH Search Applications
PDS Apply For a New Permit (Residential - Water Heaters, Gas Line Repairs, & Lawn Sprinklers) Search Applications	DPW Search Applications

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

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Step 2: Enter the record ID or any other available information regarding your record available in the search criteria and click search.

Search for Records

Enter information below to search the Record database. Records can be searched for by entering any of the following information:

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Use the drop-down menu to change the search type.

General Search General Search

☐ Search All Records

Record ID: Record Type: --Select--

Project Name:

Start Date: End Date:

License Type: --Select-- State License Number:

First Name: Last Name: Name of Business:

Street #: Direction: --Select-- Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.: Parcel #:

City: State: --Select-- Zip:

[Search Additional Criteria](#)

Enter search
criteria

The search will only return
records created between
the Start and End Dates
entered.

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Step 3: The records which match your search criteria will display at the bottom of the search screen. Select the record, by clicking on the record ID, of the record in which you need information. The record status will be displayed in the far right column of the record search results.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Use the drop-down menu to change the search type.

General Search General Search

☐ Search All Records

Record ID: Record Type: --Select--

Project Name:

Start Date: End Date:

License Type: --Select-- State License Number:

First Name: Last Name: Name of Business:

Street #: Direction: --Select-- Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.: Parcel #:

City: State: --Select-- Zip:

[Search Additional Criteria](#)

28 Record results matching your search results

Click any of the results below to view more details.

search results

Record status

Showing 21-28 of 28 | [Download results](#) [Show on Map](#)

<input type="checkbox"/>	Date	Record ID	Record Type	Project	Address	Record Status
<input type="checkbox"/>	11/01/2012	PDS2012-ER-12-01-012	CEQA	BROWN BAG TENTATIVE MAP	24937 HIGHWAY 94, SAN DIEGO - DEFAULT CITY CA 99999	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-AD-12-092	Administrative Permit	WHITE BAG ADMINISTRATIVE PERMIT	3957 COUNTRY TRAILS LN, BONITA CA 91902-3023	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-STP-12-039	Site Plan Modification	YELLOW BAG SITE PLAN	8545 SUNRISE HWY, PINE VALLEY CA 91962	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-STP-12-034	Site Plan	BROWN BAG TENTATIVE MAP	24937 HIGHWAY 94, SAN DIEGO - DEFAULT CITY CA 99999	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-ER-12-05-019	CEQA	YELLOW BAG SITE PLAN	8545 SUNRISE HWY, PINE VALLEY CA 91962	Open
<input type="checkbox"/>	11/01/2012	PDS2012-TM-5947	Tentative Map	BROWN BAG TENTATIVE MAP	24937 HIGHWAY 94, SAN DIEGO - DEFAULT CITY CA 99999	In Review
<input type="checkbox"/>	11/01/2012	PDS2012-BC-12-0038	Boundary Adjustment with Certificate of Compliance	BLACK BAG BOUNDARY ADJUSTMENT	15360 BANDY CANYON RD, ESCONDIDO CA 92025-2409	Open
<input type="checkbox"/>	11/01/2012	PDS2012-ER-12-04-013	CEQA	BLACK BAG BOUNDARY ADJUSTMENT	15360 BANDY CANYON RD, ESCONDIDO CA 92025-2409	In Review

< Prev 1 2 3 Next >

Step 4: After the record has been chosen you may review information regarding your record including conditions of approval, record specific information, contact information, paid and unpaid fees, scheduled inspections and inspection history, project workflow, documents attached to the record, related records, job valuation, and trust account information.

* Please note not all of the information above may be available for viewing depending on the department and record type you have chosen (not all records display all information).

Record ID PDS2012-TPHSPC-000046:
Tract Phase Parent - Plan Check



CONDITIONS OF APPROVAL 11/06/2012.

Conditions of Approval: BEST MANAGEMENT PRACTICES/STORMWATER Severity: Required

Total Conditions of Approval: 2 (Required: 2)

[Hide additional details](#)

Conditions of
Approval

Conditions of Approval

View Those Met

Showing 1-2 of 2 | [Download results](#)

PDS-BLD - 2 Pending

Building

ASSESSOR'S PLANS

*

When a permit is issued, a third set of plans must be provided for the Tax Assessor. Please bring one additional set of the plot plan (site plan) page, all floor plan pages, and all exterior elevations at issuance.

Status: Pending | Applied by: Kimberly Martin - PDS BLDG Structural Engineers on 11/05/2012 | Action by: Kimberly Martin - PDS BLDG Structural Engineers on 11/05/2012

BEST MANAGEMENT PRACTICES/STORMWATER

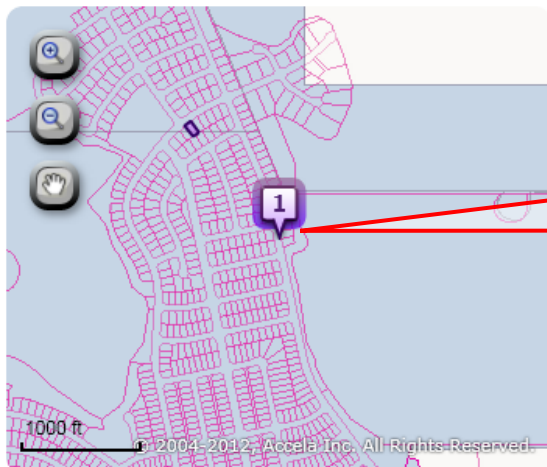
*

Stormwater Management Plan form (LUEG:SW) must be completed and signed by the property owner. The Land Use Technician must attach the signed, completed form to the plans prior to issuance.

Status: Pending | Applied by: Kimberly Martin - PDS BLDG Structural Engineers on 11/05/2012 | Action by: Kimberly Martin - PDS BLDG Structural Engineers on 11/05/2012

Work Location

17627 RALPHS RANCH RD



Location of the property
associated with the
record.

Record Details

Project Description:

Model Phase
Cross street: Hunters Ridge Rd Description of
Work: Master plan for Map 15200 (TMS229-3)- 3
models Lots 1033,1034,1036 and Phase 1, 8
production units, Lots 880-886, 915 for Pulte Homes
"The Pines"

Record Specific
Information

▼ More Details

☑ Contacts

Owner on Application information

Pulte Homes
27101 Puerta Real Ste 300
Mission Viejo, CA
Primary Phone:916-869-5004

No
No

PDS Plan Check Contact information

Neva Cobian
Pulte Homes
Primary Phone:858-614-5047
test@testtest.com

No
No

PDS Permit Contact information

George Contractor
Pulte Homes
Primary Phone:858-614-5047
test@testtest.com

No
No

☑ Parcel Information

Parcel Number:
678-666-16-00

Paid and Unpaid Fees

Contact
Information

▼ Fees

Outstanding:

Date	Invoice Number	Amount
11/07/2012	338026	\$1.00
11/07/2012	338026	\$8.20
11/07/2012	338026	\$262.00
11/07/2012	338026	\$60.00
11/06/2012	338025	\$926.82

< Prev Additional Results: 12 [Next >](#)

Total outstanding fees: \$331.20

Paid:

Date	Invoice Number	Amount
11/06/2012	338025	\$0.15
11/06/2012	338024	\$1,992.89
11/06/2012	338024	\$641.00

Total paid fees: \$2,634.04

▼ Inspections

Scheduled Inspections and
Inspection History

Upcoming (1)

199 - FINAL

[Actions](#) ▼

Scheduled on 11/06/2012

Estimated Arrival Timeframe: 08:30 AM - 10:00 AM

Inspector: Rusty Anderson

Estimated Arrival Timeframe for
Scheduled Inspections

Completed (3)

Cancelled - 1; Done - 1; Pass - 1

102 - BUILDING SITE INSPECTION - Result: Done

[View Details](#)

Inspector: Rusty Anderson | Date: 11/06/2012

113 - FOUNDATION/STEEL/HOLDOWNS/AB'S/1ST - Result: Pass

[View Details](#)

Inspector: Rusty Anderson | Date: 11/06/2012

126 - ROUGH MECHANICAL - Status: Cancelled

[View Details](#)

Cancelled by: Kimberly Martin on 11/07/2012 at 12:08 AM

▼ Processing Status



▼ Application Submittal

Assigned to: TBD

Status: Model Phase on 11/06/2012 by Kimberly Martin



Plan Routing

Review Conditions of Approval



Permit Issuance

Project Workflow /Progression

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▼ Attachments

Associated Project Documents

Record ID	Record Type	Entity Type	Type	Size	Latest Update	Description
PDS2012-TPHSPC-000046	Tract Phase Parent - Plan Check	Record	PDS-TEST-UAT_DOCUMENT	9.94 KB	11/06/2012	

▼ Related Records

Related Records Genealogy Tree

Links to Related Project Details

[« Back to Directly Related Records »](#)

Record ID	Record Type	Project	Date	View
▼ PDS2012-TMASPC-000016	Tract Master Parent - Plan Check	Log In	11/05/2012	View
▼ PDS2012-TMODPC-000030	Tract Model - Plan Check		11/05/2012	View
PDS2012-TPHSPM-000127	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000128	Tract Model or Production Unit - Permit		11/06/2012	View
▼ PDS2012-TMODPC-000031	Tract Model - Plan Check	Log In	11/05/2012	View
PDS2012-TPHSPM-000129	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000130	Tract Model or Production Unit - Permit		11/06/2012	View
▼ PDS2012-TMODPC-000032	Tract Model - Plan Check		11/05/2012	View
PDS2012-TPHSPM-000125	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000126	Tract Model or Production Unit - Permit		11/06/2012	View
▼ PDS2012-TPHSPC-000046	Tract Phase Parent - Plan Check	Model Phase	11/05/2012	
PDS2012-TPHSPM-000125	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000126	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000127	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000128	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000129	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPM-000130	Tract Model or Production Unit - Permit		11/06/2012	View
PDS2012-TPHSPC-000047	Tract Phase Parent - Plan Check		11/05/2012	View
PDS2012-TPHSPC-000048	Tract Phase Parent - Plan Check	Log In	11/05/2012	View

▼ Valuation Calculator

Job Valuation for Building Records

Occupancy	Type	Quantity	Unit	Unit Cost	Job Value
Dwellings (1- or 2-Family)	VB	2500	SQFT	\$135.34	\$338,350.00
Miscellaneous	Patio Cover, Awning	200	SQFT	\$21.00	\$4,200.00

Total Job Value: \$342,550.00

▼ Trust Account Information

Account Balance

Showing 1-1 of 1 | [Download results](#)

Description	Primary	Balance	Status
TEST TRUST ACCT	Y	\$499,850.00	Active

More Information:

For information on how to conduct property research please see the Accela Citizen Access how to conduct research help guide.

Help Contact:

If you have additional questions on how to check the status of your record via Accela Citizen Access please contact the department where your record originated.

Department of Environmental Health: (858) 505-6700

Department of Public Works: (858) 232-6837 (Kamilah James)

Planning & Development Services: (800) 411-0017

Agriculture Weights & Measures: (858) 594-2739

Air Pollution Control District: (858) 586-2600